

Reduced Workforce Time Report Coding Guidelines

All state offices were on a Reduced Workforce status (Delayed Opening) beginning with the first shift on Friday, February 14, 2014 and ending at 10:00AM on Friday, February 14, 2014, and (Early Closing) effective at 3:00 p.m. Friday, February 14, 2014 and ending at 11:59 p.m. Friday, February 14, 2014.

The following guidelines are provided to assist in processing Time Reports for employees impacted by the reduced workforce periods on February 14, 2014. The reduced workforce provisions only apply to employees who were actually authorized and required to work during the reduced workforce period.

1. **Employees who were released from work early and/or did not report for work at their regularly scheduled time** during this reduced workforce period should code their time reports as though they had worked using code "Hour Worked"-WORK for any regularly scheduled hours during this period.
2. **Employees who were required to work during their regularly scheduled hours, or who were required to work on an overtime basis,** during this reduced workforce period are entitled to receive compensatory time off at straight time rates, in addition to their regular pay. These employees should use code "Emergency Closing Comp"-ECCMP to report all the hours they actually worked during the reduced workforce period.
3. **Employees on authorized paid leave** should not charge their leave balances (annual, personal, sick, compensatory time) for the regularly scheduled work hours they were absent during the reduced workforce period, and should report these hours on their time reports as though they had worked using code "Hour Worked"-WORK.
4. **Employees on unpaid leave of absence, or off payroll,** are not affected by the reduced workforce situation, and should report their absence during the reduced workforce period as they normally would on the time report.
5. **Employees not scheduled to work** during the reduced workforce period are not affected by the reduced workforce situation, and would not be eligible to receive additional compensatory time unless they actually worked during this period.
6. **Temporary Employees.** Temporary employees who worked during the reduced workforce period would be entitled only to their regular pay for the hours worked. Temporary employees are not eligible to earn compensatory time off for working during this period.
7. **Home-based Offices.** Home based employees who were authorized to work during the reduced workforce period are entitled to receive compensatory time off at straight time rates in addition to their regular pay. These employees should use code "Emergency Closing Comp"-ECCMP to report all the hours they actually worked during the reduced workforce period.
8. **Managerial Employees.** Employees designated as "managerial" are not entitled to additional compensatory time off for any hours worked during the reduced workforce period.